



VIRGINIA NATIONAL GUARD  
STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT  
ON-BOARD AGR ONLY



**ANNOUNCEMENT #** 67-16 AR

**POSITION TITLE:** Recruit Sustainment Program (RSP) NCO

**GRADE:** SSG/E6

**MOS:** 00F3X

**LOCATION:** Lynchburg, Virginia

**UNIT:** Recruiting and Retention Battalion

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**OPENING DATE:** 13 September 2016

**CLOSING DATE:** 27 September 2016

**WHO MAY APPLY:** Open to all current onboard Title 32 AGR Soldiers in the grade of E6 (SSG) who are members of the Virginia Army National Guard.

**REQUIRED QUALIFICATIONS:** Must meet all selection criteria IAW NGR 601-1, NGR 600-200, NGR 600-5, AR 600-60, and AR 135-18.

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Oversees all training, conducts RSP rehearsals, and training meetings. Accountable for all assigned RSP Soldiers and Cadre. Ensure all recruits are physically fit, mentally prepared and administratively correct. Address administrative and logistical issues as necessary. Ensure all training is conducted to standard. Ensure counseling is conducted on all assigned RSP recruits. Ensure Risk Assessments are developed for all training. Review all lesson plans prior to training. Responsible for pay and administration for RSP Unit. Verify documentation of all training and attendance. Responsible for establishing and maintaining individual RSP Training Files. Coordinate activities and training as necessary with armory facilitator. Update and maintain Training Schedules/ Coordinate use of local unit training aides and training sites. Coordinate meals and billeting for RSP drills. Forward all AARs to RSP NCOIC. Contact recruits by phone or in person at least once per month. Mail monthly newsletters to recruits. Prepare Warriors for shipping and ensure Shipper Packets are screened and administratively correct. Ensure communication with IADT manager and MEPS to ensure every Soldier has been prescreened. Ensure all Warrior data in VULCAN is administratively correct. Optimize Warrior utilization of Tuition Assistance and educational opportunities. Monitor seat utilization and promote off-peak and quick ship opportunities.

#### SPECIAL INFORMATION

- If selected, the candidate must complete Positions of Significant Trust Authority (POSTA) screening. The candidate has 14 days to complete a background investigation and behavioral health interview (BHI), the unit will assist the selected candidate. IAW ALARACT 188/2014.
- Must have a 110 GT score or applicant can request only one of the following waivers:
  1. Line score waiver. Test documenting line score must be no older than five years from the date that the course begins. Enlisted Record Brief is the accepted source document for the scores. (A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB)
  2. Combinations of 1 and 2 above are not authorized.
- Must attend ARNG Non Career Recruiting Course (SQL 4) within one year of accepting the position
- PULHES 111111 (no permanent profile).
- Must attend Drill Sergeant School within 12 months of selection, contingent on funding availability.
- Position is for three years, at the conclusion of three years, the selectee may apply for another AGR position or the selectee maybe transferred to another position inside the R&R Battalion

#### APPLICATION PROCEDURES

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**).
2. Copies of last **five consecutive** NCOERs.
3. Current certified copy of Enlisted Record Brief (ERB).
4. Copy of current physical (DD Form 2807-1 and DD Form 2808 or copy of automated MEDPROS printout within one year).
5. **DA photo taken within 12 months.**
6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Form 214, DA Form 1506 or NGB Forms 23/23B**).

7. Last 3 years of DA Form 705 (include all DA Form 705 (include all DA Forms 3349, if applicable).
8. Current Height and Weight Statement
9. Any additional information the applicant may wish to submit for consideration (i.e., Letters of Recommendation, awards, etc.)

**SECURITY CLEARANCE:** Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and Soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position maybe revoked. Non-US citizens are not eligible for a security clearance per DODI 5200.2R.

Submit applications to this HQ, ATTN: JFHQ-HRO, PRN: 210, 5901 Beulah Road, Sandston, Virginia 23150, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Scanned or faxed applications will not be accepted.** **POC FOR ADDITIONAL INFORMATION:** SFC Shawn Oliver (804) 236-7831, or at [shawn.l.oliver.mil@mail.mil](mailto:shawn.l.oliver.mil@mail.mil) or CW4 D' Juana Goodwin at (804) 236-7823, or at [djuana.l.goodwin.mil@mail.mil](mailto:djuana.l.goodwin.mil@mail.mil)